

Hints for a Successful Application

Here are some general application hints from successful applicants. Make the best use of your time – learn from your colleagues!

1. Read the grant application and guidelines twice. The second time through, underline and/or highlight key words or phrases.
2. In the margins write questions and notes as they arise. Also jot down in the appropriate section any good ideas that come to you.
3. Include your grant partners in the design of the project and the development of the application. Review questions with your grant partners. Refer any question that remains to one of the grant contacts listed at the end of the application guidelines.
4. Pay attention to the definitions such as those in the glossary at <http://wlma.org/storage/traincbas/> or within the FAQs posted at the grants website.
5. Read the FAQs for your specific grant – this document contains a wealth of information pertinent to a successful application.
6. Use the information at <http://wlma.org/storage/traincbas/> for available pathfinders and other fully developed materials.
7. Ask someone else to read your application. Is there is enough information for a reviewer without a similar background to understand how the answers in the application relate to the grant? What would strengthen your application from a reviewer's perspective?
8. Have others review for clarity, grammar, spelling, etc.
9. Check to be sure that your application package is complete – all questions have been answered, all signatures have been obtained, all components of the application package are included within the submission.